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ABSTRACT

During fiscal year 1992, in preparation of the State Plan for Vocational Education, the Missouri Department of Elementary and Secondary Education conducted a statewide assessment of the vocational educational delivery system to determine the extent to which instruction in "all aspects of the industry," as required in the Carl D. Perkins Vocational and Applied Technology Education Act of 1990, was provided for within the vocational educational curricula. It was determined that many of the component areas of "all aspects of the industry" were included, with both competency profiles and related instructional educational materials, within the existing curricula of most vocational education programs in the state. A program was then developed to satisfy the need to determine the appropriate specific competencies for each unit so that students gain experience of "all aspects of the industry." During the program, the appropriate competencies that would provide strong experience in and understanding of "all aspects of the industry" in 15 industry areas were identified; the competencies were validated, and a matrix was developed to cross reference the competencies identified in the 15 areas. (The resulting matrices are included in the report. They link the competencies identified under the headings of planning, management, finance, technical and production skills, principles of technology, labor issues, community issues, health, safety, and environmental concerns, and professional conduct to the occupational clusters in agricultural production, agricultural business, health services, food services, construction, transportation maintenance, printing and graphic arts, drafting, marketing, computer and data processing, office occupations, electrical and electronics occupations, metal trades, personal services, and child care occupations.) (KC)

ED 367 818

Methodology Used in the Project "All Aspects of the Industry" For Vocational Education Programs #93-133-110-9

The Carl D. Perkins Vocational and Applied Technology Education Act of 1990 requires that vocational educational programs provide strong experience in and understanding of "all aspects of the industry" that students are preparing to enter. These aspects should include at least the areas of planning, management, finances, technical and production skills, underlying principles of technology, labor and community issues, health and safety, and environmental issues.

During fiscal year 1992, in preparation of the State Plan for Vocational Education, the Department of Elementary and Secondary Education conducted a statewide assessment of the vocational educational delivery system to determine the extent to which instruction in "all aspects of the industry" was provided for within the vocational educational curricula. It was determined that many of the component areas of "all aspects of the industry" were included, with both competency profiles and related instructional educational materials, within the existing curricula of most vocational educational programs within the state. However, several areas were not found within the existing curricula.

To satisfy the need to determine the appropriate specific competencies for each unit to provide students with strong experience in and understanding of "all aspects of the industry" in which they are preparing to enter, the Instructional Material Laboratory undertook the program described below.

OBJECTIVES

The overall objective of this project was to identify the competencies for "all aspects of the industry" for Vocational Education Programs. To accomplish this general objective, the completion of the following specific objectives were considered:

1. Identification of the appropriate competencies which would provide strong experience in and understanding of "all aspects of the industry" in the following 15 industry areas:

   a. Agricultural Production Occupations
   b. Agricultural Business Occupations
   c. Health Services Occupations
   d. Food Services Occupations
   e. Construction Occupations
   f. Transportation Maintenance Occupations
   g. Printing/Graphic Arts Occupations
   h. Drafting Occupations
   i. Marketing Occupations
   j. Computer/Data Processing Occupations
   k. Office Occupations

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l. Electric/Electronic Occupations
m. Metal Trades Occupations
n. Personal Services Occupations
o. Child Care Occupations

2. Validate the competencies for each of the 15 areas.

3. Develop a matrix that would cross reference the competencies identified in the 15 areas.

PROCESS

1. In concert with DESE, three individuals were selected who represent private employers in each of the 15 areas, and one educator with expertise in instructional competency development. These people served as a development team.

2. The development team from each of the 15 industry areas met to identify the specific competencies for each industry area,

3. The specific competencies for the industry areas were sent out to the industry representatives and educators for validation.

4. A matrix was developed that listed the validated results. The competencies of all 15 areas were listed on the horizontal axis while the 15 industry areas were listed on the vertical axis. An indication was made of which competencies pertained to each area.

4 The matrix was sent out to at least 30 industry representatives and 10 educators for review.

ALL ASPECTS OF THE INDUSTRY COMPETENCIES

PLANNING

- Identify company's planning methodology.
- Identify industry's products.
- Identify industry's customers.
- Identify customer wants, needs & expectations.
- Recognize how company delivers a product or service.
- Identify industry's impact on society.
- Identify worker's role in decision-making process.
- Anticipate technology and market trends.
- Identify expansion/downsizing plans.
- Recognize trends to globalize industry.
- Identify seasonable aspects of industry.
- Recognize regulatory impact.
- Recognize political organization impact.
- Learn to accommodate change.

MANAGEMENT

- Identify company's "mission statement."
- Recognize corporate "chain of command."
- Recognize management's "corporate culture."
- Recognize company department organization.
- Identify ways departments communicate.
- Recognize company's decision making process.
- Adjust to different management styles.
- Recognize dependence on national economy.
- Recognize dependence on local economy.
- Achieve (internal & external) customer satisfaction.
- Recognize how cultural diversity affects industry.
- Recognize differences in management methods between product and service companies.
- Recognize differences in management methods between private companies and governmental agencies.
- Recognize government agency management methods.
- Recognize importance of written policies and procedures.
- Utilize resources from professio[illegible]rganizations.
- Identify roles and responsibilities in family business.
- Identify methods of leading or participating in meetings.
- Recognize importance of (ag) family ownership.
- Recognize importance of marketing.

TECHNICAL & PRODUCTION SKILLS

- Demonstrate a basic math ability.
- Demonstrate a basic math conversion ability.
- Measure quickly and accurately.
- Demonstrate ability to use metric system.
- Use English language (verbal and written) effectively.
- Use appropriate, up-to-date and accurate terminology.
- Adjust content, style and vocabulary to different audiences.
- Listen effectively.
- Recognize personality types and deal effectively with each.
- Develop negotiation skills.
- Use effective time management techniques.
- Read blueprints and drawings.
- Demonstrate ability to operate a computer.
- Understand importance of deadlines and schedules.
- Use systematic problem solving techniques.
- Develop good conflict resolution skills.
- Use team player skills.
- Develop supervisory and delegation skills.
- Visualize third-dimension on 2-D drawing.
- Understand costs of over- and under-tolerancing using Geometric Tolerancing and Dimensioning.
- Determine differences between computer vectorization and rasterization.
- Recognize importance of foreign language skills.
- Recognize importance of good chemistry skills.
- Understand chemical periodic table.
- Demonstrate general science skills.
- Utilize good public speaking skills.
- Use troubleshooting techniques.
- Recognize each job is inter-related contributes to success or failure.
- Recognize importance of moral and ethical issues.
- Admit physical or training limitations.
- Know where to obtain technical information.
- Identify geographic differences in technical methods.
- Identify important aspects of farmstead planning.
- Take time to stay technically up-to-date.
- Identify certification requirements.

PRINCIPLES OF TECHNOLOGY

- Understand all aspects of how technology is used in industry.
- Anticipate technological change.
- Analyze new equipment for possible use in company.
- Recognize importance of constantly upgrading job skills.
- Demonstrate adaptability and learning from experience.
- Acquire and analyze information effectively.
- Use sound decision making techniques.
- Identify importance of cross-training.
- Learn new work skills continuously.

LABOR ISSUES

- Seek out written job description.
- Research job-specific worker's rights.
- Research job-specific worker's responsibilities.
- Recognize rights and responsibilities of customer.
- Recognize role unions play.
- Identify advantage/disadvantages of hourly/salary pay.
- Participate in quality enhancement programs.
- Recognize that worker is a self-employed contractor employed on a job-by-job basis by multiple employers.
- Recognize that worker is an employee employed by one company.
- Identify unusual job duties (frequent travel, unusual duties).
- Identify employee benefits (retirement, health care, etc.) vary greatly.
- Recognize that worker is part of a team and has responsibilities to members.
- Identify opportunities for career path advancement.
- Identify differences in pay and benefits between companies.
- Identify differences in training/internship opportunities.
- Recognize workers will be judged on job performance.
- Recognize workers will be judged on attitude and willingness to work.
- Identify geographic differences in compensatión.
- Recognize geographic differences in treatment of labor.
- Understand benefits of a professional organizations.
- Recognize that long hours are expected.
- Recognize foreign language skills are increasingly needed.
- Recognize importance of cultural sensitivity.
- Recognize many farm workers are exempt from labor laws.
- Compare industry trends with personal career goals.
- Identify entrepreneurial opportunities.
- Recognize leadership opportunities.
- Participate in community leadership.
- Recognize special (ag worker) health-care concerns.

FINANCE

- Identify differences in capitalization methods.
- Identify differences in accounting methods
- Understand how company bids for a job.
- Understand how company purchases materials.
- Identify business liability and protection costs.
- Identify methods for determines true costs.
- Identify budget allocation methods.
- Determine equipment purchase cost justification.
- Identify common relationships with suppliers.
- Choose best vendors using SPC and Just-In-Time Techniques.
- Purchase materials as needed.
- Understand factors influencing company mark-up and profit.
- Understand impact of paycheck deductions (income tax, social security, FDIC, etc.) on take-home salary.
- Recognize how governmental, legal and regulatory influences affect industry's cost structure.
- Recognize importance of cost containment.
- Recognize that industry can be influenced by many factors/dynamics.
- Recognize that financial return (profits) comes in long run.
- Realize that start-up financing probably comes from family. (ag)
- Identify importance of crop insurance.
- Identify requirements for borrowing money.

COMMUNITY ISSUES

- Recognize how a person's work skills can contribute to the community through volunteer work.
- Recognize that the company has an obligation to help the community.
- Recognize company's contributions to community (job creation, tax base, etc.)
- Recognize contributions a community makes to a company (services, employee base, schools, etc.)
- Recognize negative impact of buying materials outside the community.
- Recognize how public perception is formed.
- Identify how company is perceived by community.
- Promote positive industry image to public.
- Identify effect political and environmental groups have on industry.
- Recognize obligation to provide access for physically challenged.
- Recognize geographic differences in people's lifestyles, expectations and ways of doing things.

HEALTH, SAFETY, ENVIRONMENT

- Recognize each endeavor has negative and positive environmental impacts on its community.
- Identify job-specific federal agency regulations (OSHA, ADA, EPA, etc.)
- Identify job-specific hazardous waste disposal regulations.
- Comply and maintain regulatory compliance.
- Research & avoid job-specific health threats.
- Recognize long-term hazards associated with industry.
- Research company policies for hazardous waste/bio-hazard disposal.
- Read and comprehend Material Safety Data Sheets.
- Understand basic safety training (tornado, fire, first aid).
- Participate in preventive medicine programs.
- Identify social/assistance services that can benefit worker.
- Handle stress effectively.
- Recognize importance of good workplace ergonomics.
- Identify unusual job-specific job requirements (heavy lifting, extreme heat, loud noise).
- Develop a positive self image.
- Follow health, safety and drug testing procedures.
- Follow correct procedure for crisis/accident intervention.
- Identify effects of weather on industry.
- Recognize management's responsibility to provide safe workplace.

PROFESSIONAL CONDUCT

- Recognize importance and dignity of all types of work.
- Produce quality and effective work.
- Be fit for duty (no drugs, no alcohol).
- Exhibit good attitude, enthusiasm, integrity.
- Exhibit ethical conduct and personal discipline.
- Exhibit good grooming and appearance.
- Recognize importance of good personal financing (such as budgeting, savings, etc.)
- Identify responsibilities regarding harassment.
- Recognize importance of privacy.

ALL ASPECTS OF THE INDUSTRY

PLANNING

OCCUPATIONS / COMPETENCY	Identify company's planning methodology.	Identify industry's products.	Identify industry's customers.	Identify customer wants & expectations.	Recognize how company delivers a product	Identify industry's impact on society.	Identify worker's role in decision-making process	Anticipate technology and market trends.	Identify expansion/downsizing plans.	Recognize trends to globalize industry.	Identify seasonable aspects of industry.	Recognize regulatory impact.	Recognize political organization impact.	Learn to accommodate change.
Agricultural Production	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Agricultural Business	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Health Services	●	●	●	●	●	●	●	●	●	●		●	●	●
Food Services	●	●	●	●	●	●	●	●	●	●	●	●		●
Construction	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Transportation Maint.	●	●	●	●	●	●	●	●	●	●	●	●		●
Printing/Graphic Arts	●	●	●	●	●	●	●	●	●	●	●	●		●
Drafting	●	●	●	●	●	●	●	●	●	●	●	●		●
Marketing	●	●	●	●	●	●	●	●	●	●	●	●		●
Computer/Data Proc.	●	●	●	●	●	●	●	●	●	●	●	●		●
Office	●	●	●	●	●	●	●	●	●	●	●	●		●
Electrical/Electronics	●	●	●	●			●	●	●	●		●		●
Metal Trades	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Personal Services	●	●	●	●	●		●	●	●	●	●			●
Child Care	●	●	●	●	●	●	●						●	●

ALL ASPECTS OF THE INDUSTRY

MANAGE-MENT

OCCUPATIONS	Identify company's "mission statement."	Recognize corporate "chain of command."	Recognize management's "corporate culture."	Recognize company department organization.	Identify ways departments communicate.	Recognize company's decision making process	Adjust to different management styles.	Recognize dependence on national economy.	Recognize dependence on local economy.	Achieve (internal & external) customer satisfaction	Recognize how cultural diversity affects industry	Recognize differences: product & service co.'s.	Recognize differences: private co.'s & government	Recognize government agency mgt. methods.	Recognize importance of written policies.	Utilize resources from profess. organizations.	Identify roles & responsibilities in family business	Identify methods leading/participating in meetings	Recognize importance of family ownership.	Recognize importance of marketing.				
Agricultural Production		●				●	●	●		●		●			●	●	●	●	●					
Agricultural Business	●	●	●	●	●	●	●	●		●		●			●	●	●	●	●					
Health Services	●	●	●	●	●	●	●		●	●	●		●	●	●	●		●		●				
Food Services	●	●	●			●	●		●	●		●			●	●		●		●				
Construction		●	●			●	●	●	●	●	●				●	●								
Transportation Maint.	●	●	●	●	●	●	●		●	●		●			●	●		●		●				
Printing/Graphic Arts	●	●	●	●	●	●	●		●	●	●	●	●		●	●		●		●				
Drafting	●	●	●	●	●	●	●		●	●					●	●		●						
Marketing	●	●	●	●	●	●	●		●	●	●				●	●		●		●				
Computer/Data Proc.	●	●	●	●	●	●	●		●	●			●		●	●		●						
Office	●	●	●	●	●	●	●		●	●	●		●	●	●	●		●						
Electrical/Electronics	●		●	●	●	●	●		●	●		●			●	●		●		●				
Metal Trades		●		●	●	●	●		●						●	●		●						
Personal Services	●	●	●	●		●	●		●	●	●				●									
Child Care	●	●	●	●	●	●	●		●	●	●	●	●	●	●	●		●		●				

ALL ASPECTS OF THE INDUSTRY

FINANCE

OCCUPATIONS / COMPETENCY	Identify differences in capitalization methods.	Identify differences in accounting methods	Understand how company bids for a job.	Understand how company purchases materials	Identify business liability and protection costs.	Identify methods for determines true costs.	Identify budget allocation methods.	Determine equipment purchase cost justification	Identify common relationships with suppliers.	Choose best vendors using SPC and Just-In-Time	Purchase materials as needed.	Understand company mark-up and profit.	Understand impact of paycheck deductions.	Recognize regulatory influences affect costs.	Recognize importance of cost containment.	Recognize industry influenced by many factors	Recognize that profits come in long run.	Realize start-up financing comes from family.	Identify importance of crop insurance.	Identify requirements for borrowing money.			
Agricultural Production	●	●		●	●	●	●	●	●			●	●	●	●	●	●	●	●	●			
Agricultural Business	●	●		●	●	●	●	●	●			●	●	●	●	●	●			●			
Health Services	●	●	●	●	●	●	●	●	●			●	●	●	●	●							
Food Services	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●							
Construction	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●			●			
Transportation Maint.	●			●	●	●	●	●	●		●	●	●	●	●	●				●			
Printing/Graphic Arts	●	●	●	●	●	●	●	●	●	●	●	●	●		●	●							
Drafting	●	●	●	●	●	●	●	●	●		●	●	●		●	●							
Marketing	●	●	●	●	●	●	●	●	●		●	●	●		●	●							
Computer/Data Proc.	●	●	●	●	●	●	●	●	●	●	●	●	●		●	●							
Office	●	●	●	●	●	●	●	●	●	●	●	●	●		●	●							
Electrical/Electronics	●	●	●	●	●	●	●	●	●	●	●				●	●	●						
Metal Trades	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●			●			
Personal Services	●	●	●		●	●	●		●	●		●	●	●	●	●							
Child Care				●	●	●	●	●			●					●				●			

ALL ASPECTS OF THE INDUSTRY

TECHNICAL & PROD. SKILLS

OCCUPATIONS	COMPETENCY	Demonstrate basic math ability.	Demonstrate basic math conversion ability.	Measure quickly and accurately.	Demonstrate ability to use metric system.	Use English language (verbal & written) effectively	Use up-to-date and accurate terminology.	Adjust content & vocabulary to different audiences	Listen effectively.	Recognize personality types & deal with each.	Develop negotiation skills.	Use effective time management techniques.	Read blueprints and drawings.	Demonstrate ability to operate a computer.	Understand importance of deadlines & schedules	Use systematic problem solving techniques.	Develop good conflict resolution skills.	Use team player skills.	Develop supervisory and delegation skills.	Visualize third-dimension on 2-D drawing.	Understand costs of over- and under-tolerancing	Determine differences: vectorization & rasterization	Recognize importance of foreign language skills	Recognize importance of good chemistry skills
Agricultural Production		●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●				●	●
Agricultural Business		●	●	●	●	●	●	●	●	●	●	●		●	●	●	●	●	●				●	●
Health Services		●	●	●	●	●	●	●	●	●	●	●		●	●	●	●	●	●				●	
Food Services		●	●	●		●	●	●	●	●	●	●		●	●	●	●	●	●	●				
Construction		●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●					
Transportation Maint.		●	●	●	●	●	●	●	●	●	●	●		●	●	●	●	●	●				●	●
Printing/Graphic Arts		●	●	●	●	●	●	●	●	●	●	●		●	●	●	●	●	●	●	●	●	●	
Drafting		●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●		
Marketing		●	●	●		●	●	●	●	●	●	●		●	●	●	●	●	●					
Computer/Data Proc.		●	●	●		●	●	●	●	●	●	●		●	●	●	●	●	●					
Office		●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●		●			
Electrical/Electronics		●				●			●			●	●	●	●	●	●	●	●		●			
Metal Trades		●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●				●	
Personal Services		●		●		●		●	●	●	●	●			●	●		●	●					
Child Care		●		●		●	●	●	●	●	●	●			●	●		●	●					

ALL ASPECTS OF THE INDUSTRY

TECHNICAL & PROD. SKILLS

OCCUPATIONS / COMPETENCY	Understand chemical periodic table.	Demonstrate general science skills.	Utilize good public speaking skills.	Use troubleshooting techniques.	Recognize each job is inter-related.	Recognize importance of moral and ethical issues	Admit physical or training limitations.	Know where to obtain technical information.	Identify geographic differences in technical methods	Identify important aspects of farmstead planning	Take time to stay technically up-to-date.	Identify certification requirements.
Agricultural Production	●	●	●	●	●	●	●	●	●	●	●	●
Agricultural Business		●	●	●	●	●	●	●	●	●	●	●
Health Services	●	●	●	●	●	●	●	●			●	●
Food Services			●	●	●	●	●	●	●		●	
Construction				●	●	●	●	●	●		●	●
Transportation Maint.		●		●	●	●	●	●			●	●
Printing/Graphic Arts		●	●	●	●	●	●	●			●	
Drafting			●	●	●	●	●	●			●	●
Marketing			●	●	●	●	●	●			●	
Computer/Data Proc.			●	●	●	●	●	●			●	
Office			●	●	●	●	●	●			●	
Electrical/Electronics				●	●			●			●	
Metal Trades			●	●	●	●	●	●			●	●
Personal Services						●	●	●	●		●	
Child Care			●	●	●	●	●	●				

ALL ASPECTS OF THE INDUSTRY

PRINCIPLES OF TECHNOLOGY

OCCUPATIONS	COMPETENCY: Understand all technology used in industry.	Anticipate technological change.	Analyze new equipment for possible use.	Upgrade job skills continuously.	Demonstrate adaptability & learning from experience	Acquire and analyze information effectively.	Use sound decision making techniques.	Identify importance of cross-training.	Learn new work skills continuously.
Agricultural Production	●	●	●	●	●	●	●	●	●
Agricultural Business	●	●	●	●	●	●	●	●	●
Health Services	●	●	●	●	●	●	●	●	●
Food Services	●	●	●	●	●	●	●	●	●
Construction	●	●	●	●	●	●	●	●	●
Transportation Maint.	●	●	●	●	●	●	●	●	●
Printing/Graphic Arts	●	●	●	●	●	●	●	●	●
Drafting	●	●	●	●	●	●	●	●	●
Marketing	●	●	●	●	●	●	●	●	●
Computer/Data Proc.	●	●	●	●	●	●	●	●	●
Office	●	●	●	●	●	●	●	●	●
Electrical/Electronics	●	●	●	●	●	●	●	●	●
Metal Trades	●	●	●	●	●	●	●	●	●
Personal Services	●	●	●	●	●	●	●	●	●
Child Care			●	●	●	●	●	●	●

ALL ASPECTS OF THE INDUSTRY

LABOR ISSUES

OCCUPATIONS / COMPETENCY	Seek out written job description.	Research job-specific worker's rights.	Research job-specific worker's responsibilities.	Recognize rights & responsibilities of customer.	Recognize role unions play.	Identify advantage/disadvantages: hourly/salary	Participate in quality enhancement programs.	Recognize worker is a self-employed contractor.	Recognize worker is employed on a job-by-job basis	Recognize worker is employed by multiple employers	Recognize worker is an employee employed by	Identify unusual job duties.	Recognize employee benefits vary greatly.	Recognize worker is part of a team & has responsibility	Identify opportunities for career path advancement	Identify differences in pay and benefits between jobs	Identify differences in training/internship opportunities	Recognize workers will be judged on job performance	Recognize worker judged on attitude & willingness	Identify geographic differences in compensation	Recognize geographic differences in labor treatment	Understand benefits of a professional organization	Recognize that long hours are expected.
Agricultural Production	●	●	●	●		●	●	●			●	●	●	●	●	●	●	●	●	●	●	●	●
Agricultural Business	●	●	●	●		●	●				●	●	●	●	●	●	●	●	●	●	●	●	●
Health Services	●	●	●	●	●	●	●				●	●	●	●	●	●	●	●	●	●	●	●	●
Food Services	●	●	●	●		●	●				●	●	●	●	●	●	●	●	●	●	●	●	
Construction	●	●	●	●	●	●	●	●	●	●		●	●	●	●	●	●	●	●	●	●		
Transportation Maint.	●	●	●	●	●	●	●				●	●	●	●	●	●	●	●	●	●	●	●	●
Printing/Graphic Arts	●	●	●	●	●	●	●				●	●	●	●	●	●	●	●	●	●	●	●	●
Drafting	●	●	●	●		●	●				●	●	●	●	●	●	●	●	●	●	●		
Marketing	●	●	●	●		●	●				●	●	●	●	●	●	●	●	●	●		●	
Computer/Data Proc.	●	●	●	●		●	●				●	●	●	●	●	●	●	●	●	●	●	●	●
Office	●	●	●	●		●	●				●	●	●	●	●	●	●	●	●	●	●	●	
Electrical/Electronics			●				●							●				●	●			●	●
Metal Trades	●	●	●	●	●	●	●	●	●			●	●	●	●	●	●	●	●	●	●	●	
Personal Services	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Child Care	●	●	●	●		●	●					●	●	●	●	●	●	●	●	●	●	●	●

ALL ASPECTS OF THE INDUSTRY

LABOR ISSUES

OCCUPATIONS / COMPETENCY	Recognize foreign language skills are needed.	Recognize importance of cultural sensitivity.	Recognize farm workers are exempt from labor laws	Compare industry trends with personal career goals	Identify entrepreneurial opportunities.	Recognize leadership opportunities.	Participate in community leadership.	Recognize special health-care concerns.
Agricultural Production	●	●	●	●	●	●	●	●
Agricultural Business	●	●	●	●	●	●	●	●
Health Services	●	●		●	●	●	●	●
Food Services	●	●		●	●	●	●	●
Construction		●		●	●	●	●	●
Transportation Maint.		●		●	●	●	●	●
Printing/Graphic Arts	●	●		●	●	●	●	●
Drafting	●	●		●	●	●	●	
Marketing		●		●	●	●	●	
Computer/Data Proc.	●	●		●	●	●	●	●
Office	●	●		●	●	●	●	●
Electrical/Electronics	●	●		●		●	●	●
Metal Trades		●		●	●	●	●	●
Personal Services	●	●		●		●	●	●
Child Care		●			●	●	●	●

ALL ASPECTS OF THE INDUSTRY

COMMUNITY ISSUES

OCCUPATIONS / COMPETENCY	Contribute special skills through volunteer work.	Company has an obligation to help the community.	Recognize company's contributions to community.	Recognize community's contributions a company.	Recognize impact of buying outside community.	Recognize how public perception is formed.	Identify how company is perceived by community.	Promote positive industry image to public.	Identify effect environmental groups have.	Provide access for physically challenged.	Recognize geographic differences in people.
Agricultural Production	●	●	●	●	●	●	●	●	●	●	●
Agricultural Business	●	●	●	●	●	●	●	●	●	●	●
Health Services	●	●	●	●	●	●	●	●	●	●	●
Food Services	●	●	●	●	●	●	●	●	●	●	●
Construction	●	●	●	●	●	●	●	●	●	●	●
Transportation Maint.	●	●	●	●	●	●	●	●	●	●	●
Printing/Graphic Arts	●	●	●	●	●	●	●	●	●	●	●
Drafting	●	●	●	●	●	●	●	●		●	●
Marketing	●	●	●	●	●	●	●	●		●	●
Computer/Data Proc.	●	●	●	●	●	●	●	●		●	●
Office	●	●	●	●	●	●	●	●		●	●
Electrical/Electronics	●	●	●	●		●	●	●		●	●
Metal Trades	●	●	●	●	●	●	●	●		●	●
Personal Services	●	●	●	●						●	
Child Care	●	●	●	●		●	●	●		●	●

ALL ASPECTS OF THE INDUSTRY

HEALTH, SAFETY, ENVIRON.

OCCUPATIONS	COMPETENCY	Recognize job's negative & positive environ. impacts	Identify job-specific federal agency regulations.	Identify hazardous waste disposal regulations.	Comply and maintain regulatory compliance.	Research & avoid job-specific health threats.	Recognize long-term health hazards.	Research company policies for hazardous waste	Comprehend Material Safety Data Sheets.	Understand basic safety training.	Participate in preventive medicine programs.	Identify social services that can benefit worker.	Handle stress effectively.	Recognize importance of good ergonomics.	Identify unusual job-specific job requirements.	Develop a positive self image.	Follow health, safety and drug testing procedure	Follow correct procedure for crisis intervention	Identify effects of weather on industry.	Recognize mgt's responsibility for safe workplace				
Agricultural Production		●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●				
Agricultural Business		●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●		●				
Health Services		●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●		●				
Food Services		●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●				
Construction		●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●				
Transportation Maint.		●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●				
Printing/Graphic Arts		●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●		●				
Drafting						●	●			●	●	●	●	●	●	●	●	●		●				
Marketing						●	●			●	●	●	●	●	●	●	●	●		●				
Computer/Data Proc.						●	●			●	●	●	●	●	●	●	●	●		●				
Office						●	●			●	●	●	●	●	●	●	●	●		●				
Electrical/Electronics				●	●	●	●	●		●	●	●	●	●	●	●	●			●				
Metal Trades		●	●	●	●	●	●	●	●	●	●	●	●	●		●	●	●		●				
Personal Services			●		●	●	●			●	●	●	●	●	●	●	●			●				
Child Care		●	●	●	●	●	●	●		●	●	●	●	●	●	●	●	●	●	●	●			

ALL ASPECTS OF THE INDUSTRY

PROFES-SIONAL CONDUCT

OCCUPATIONS / COMPETENCY	Recognize dignity of all work.	Produce quality and effective work.	Be fit for duty (no drugs, no alcohol).	Exhibit good attitude, enthusiasm, integrity.	Exhibit ethical conduct & personal discipline.	Exhibit good grooming and appearance.	Recognize import. of good personal financing.	Identify responsibilities regarding harassment	Recognize importance of privacy.
Agricultural Production	●	●	●	●	●	●	●	●	●
Agricultural Business	●	●	●	●	●	●	●	●	●
Health Services	●	●	●	●	●	●	●	●	●
Food Services	●	●	●	●	●	●	●	●	●
Construction	●	●	●	●	●	●	●	●	●
Transportation Maint.	●	●	●	●	●	●	●	●	●
Printing/Graphic Arts	●	●	●	●	●	●	●	●	●
Drafting	●	●	●	●	●	●	●	●	●
Marketing	●	●	●	●	●	●	●	●	●
Computer/Data Proc.	●	●	●	●	●	●	●	●	●
Office	●	●	●	●	●	●	●	●	●
Electrical/Electronics	●	●	●	●	●	●	●	●	●
Metal Trades	●	●	●	●	●	●	●	●	●
Personal Services	●	●	●	●	●	●	●	●	●
Child Care	●	●	●	●	●	●	●	●	●